

Evidence Guide to Amendments for Clerks

Vitals Information Partnership (VIP)

Electronic Death Registration System (EDRS)

Revision v.1 November 26, 2014



and practice.	

Summary

This document is intended as a supplement to the Quick Start Guides for Amending Records. Please print the appropriate guide and follow the steps to assist you in completing your amendment in VIP.

Before you begin an amendment in VIP, you should obtain all of the evidence necessary for that amendment unless the evidence is the signed Attestation Form or the online Certification of the record in EDRS. These occur after the amendment has been started as part of the certification process. Please refer to section 2 of this document for the amended fields and appropriate evidence.

There are two different types of Amendment in the VIP EDRS. These can be found under the **Death** → **Modify** → **Menu Options**.

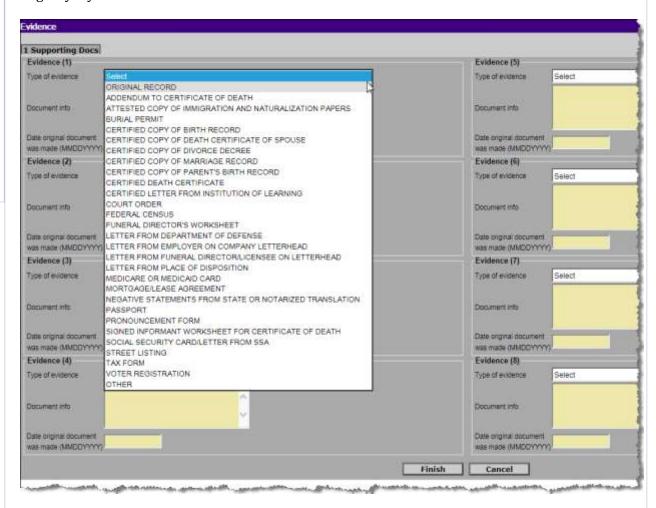
Section1: Select Amendment Type, Document Evidence & Deponent

Main -- Death -- Modify

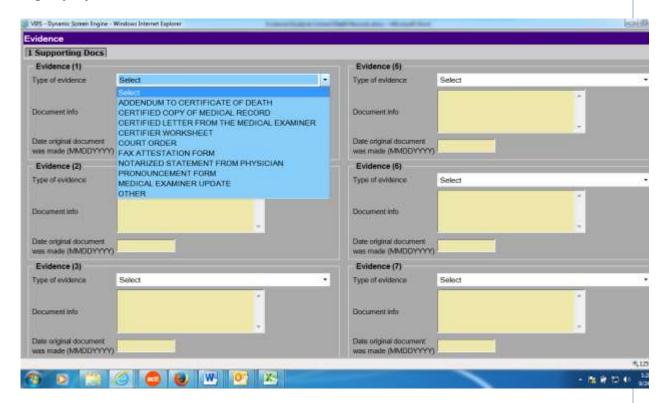
Adjustment | Amend Medical | Amend Administrative | Abandon Mod | Continue Mod

- Use Amend Administrative when you are only going to make changes to information on Tabs 1-5. This selection will only allow changes to tabs 1-5.
- Use Amend Medical if you are going to amend information on tabs 6-9. This selection will allow changes to all tabs 1-9. So, if you have changes that need to be made to date of disposition (Tab 5) and date of death (Tab 6), you could do so in one amendment. You will be required to obtain recertification on the medical information on the death record.

The following depicts the evidence options listed in EDRS for an Administrative Amendment: Your first selection cannot be "Other." These lists are editable by the Registry. Contact the Registry if your evidence is not in the list.



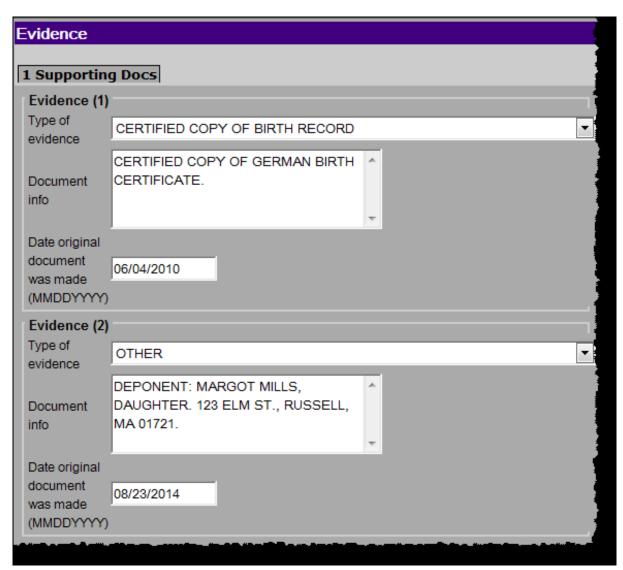
The following depicts the evidence options listed in EDRS for a Medical Amendment: Your first selection cannot be "Other." These lists are editable by the Registry. Contact the Registry if your evidence is not in the list.



Both lists combined are listed for the Fax Cover Sheet Evidence Selection

Remember to Document the Deponent on the Evidence Page

To ensure that the deponent information prints on the back side of the death certificate, enter the deponent information in the following format as the last piece of Evidence, type = Other.



If you have more than one deponent, enter that information as another Evidence in the list.

Section2: Appropriate Evidence List

Required evidence is listed in order of precedence. Contact the Director of Registration, Alex Forman, if you are presented with evidence for an amendment that is not listed and you wish to use it to create an amendment.

This list is for use when the clerk of occurrence is amending the record. In EDRS, the Medical Examiner's Office will amend records that were certified by the OCME electronically. If the Medical Examiner amends the record, you will not receive evidence. The record will be available in the Death: Register Amend Queue.

Item	Evidence	Comments
To correct decedent name	 Voter Registration for year of death. Town, City or Federal Census for year of death Federal or Mass Tax Form for year of death Medicare or Medicaid card Excise Tax for year of death Signed Informant Worksheet for Certificate of Death Funeral director's worksheet 	Birth and Marriage records are not appropriate since names change over time. These vital records are too far removed from the death to be used as evidence.
To correct Surname at Birth or Adoption	Certified copy of birth record Certified copy of adoption certificate	
To correct Sex	 Notarized statement from physician Signed Informant Worksheet for Certificate of Death Funeral director's worksheet 	If this is a transgender individual, please contact the Registry. Tab 1 and Tab 6 of the electronic death record can
To correct Date of	Certified copy of medical record Fax Attestation Form signed by offline	be different. You must still obtain
death	certifier 2. Certification in EDRS by online certifier. 3. Pronouncement form 4. Notarized statement from physician. 5. Certified medical records from the hospital/nursing home	medical certification regardless of the evidence used.
To correct Place of Death	 Pronouncement form Notarized statement from physician or medical examiner completing the death certificate Certified medical record from the hospital/nursing home where the death occurred 	If it is impossible to get a notarized statement from the physician, a letter from the physician on his letterhead will be considered. Call the Registry.
To correct decedent Social security number	 Social Security Card Letter from Social Security on letterhead Medicare or Medicaid Card Federal or Mass Tax Form 	
To correct Veteran status	 Letter from the Department of Defense Discharge papers 	

Item	Evidence	Comments
To correct Ethnicity of decedent	 Signed Informant Worksheet for Certificate of Death Funeral director's worksheet Informant Affidavit Certified copy of marriage record Certified copy of birth record Certified copy of medical records 	
To correct race of decedent.	 Signed Informant Worksheet for Certificate of Death Funeral director's worksheet Informant Affidavit Certified copy of marriage record Certified copy of birth record Certified copy of medical records 	
To correct Decedent's Education	 Certified letter from the highest grade of the institution of learning. Signed Informant Worksheet for Certificate of Death Informant Affidavit 	
To correct age	 Certified copy of Birth Certificate. Certified Hospital Medical Record Passport Immigration/Naturalization Papers Funeral director's (Informant) worksheet 	
Date of Birth	 Certified copy of Birth Certificate. Passport Immigration/Naturalization Papers Hospital Medical Record Funeral Director's (Informant) worksheet 	
Birthplace	 Certified copy of Birth Certificate. Passport Immigration/Naturalization Papers Funeral Director's (informant) worksheet 	

Item	Evidence	Comments
Marital status	Some of the possible evidence to change Marital status includes the following. Contact the Registry to discuss the particular case. 1. Certified copy of marriage record. 2. If in another language a notarized translation is required. 3. Certified copy of Divorce Decree and /or death certificate for each previous marriage. 4. Negative Statements from the Registry of Vital Records and if on the border Negative Statements from that state also. 5. If from out of the country, certified negative statements from that country and a notarized translation. 6. Negative statement from the time of the divorce to the new marriage. 7. Signed Informant Worksheet for Certificate of Death	If the Deponent is different from the Informant, write to the Informant and allow 30 days for the Informant to respond before completing the amendment.
Last Spouse	Some of the possible evidence to change Last spouse includes the following. Contact the Registry to discuss the particular case. 1. Certified copy of Marriage Certificate. If from another country, a notarized translation will be required.	If the Deponent is different from the Informant, write to the Informant and allow 30 days for the Informant to respond before completing the amendment.
Usual Occupation	 Letter from employer on company letterhead. Town or Federal Census Federal 1040 Tax Form Signed Informant Worksheet for Certificate of Death Informant Affidavit Funeral Home Worksheet 	
Industry	 Letter from the employer on company letterhead Signed Informant Worksheet for Certificate of Death Informant Affidavit Funeral Home Worksheet 	

Item	Evidence	Comments
Residence and Zip Code	 Street Listing Voters Registration Federal Census Excise Tax Federal or State Tax Form Mortgage Copy of Lease or rent receipt Funeral director's (Informant) worksheet Signed Informant Worksheet for Certificate of Death 	
Father-Full Name	 Certified copy of decedent's birth record Certified copy of father's birth record Immigration/naturalization papers Passport Marriage record Funeral director's (Informant) worksheet 	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.
Father City/Town & State of Birth or Country of Birth	 Certified copy of decedent's birth record Certified copy of father's birth record Immigration/naturalization papers Passport Marriage record Funeral director's (Informant) worksheet 	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.
Mother Name	 Certified copy of decedent's birth record Certified copy of mother's birth record Immigration/naturalization papers Passport Marriage record Funeral director's worksheet Signed Informant Worksheet for Certificate of Death Informant Affidavit 	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.
Mother City/Town & State of Birth or Country of Birth	 Certified copy of decedent's birth record Certified copy of Mother's birth record Immigration/naturalization papers Passport Marriage record Funeral director's worksheet Signed Informant Worksheet for Certificate of Death 	In most cases the birth certificate should be issued within the last 3 years in case an amendment such as an adoption had taken place.

Item	Evidence	Comments
Informant's Name	 Funeral Director's (Informant) worksheet Signed Informant Worksheet for Certificate of Death Informant Affidavit Court order 	The informant is the person who gives the funeral director the personal information that is needed to complete the death certificate. The informant cannot be changed.
Mailing Address of Informant	 Street Listing Voter Registration Federal Census Excise Tax Federal or State Tax Form Mortgage Copy of Lease or rent receipt Funeral director's (Informant) worksheet Signed Informant Worksheet for Certificate of Death Informant Affidavit 	
Relationship	 Funeral director's (Informant) worksheet Signed Informant Worksheet for Certificate of Death Certified copy of birth record Certified copy of Marriage record If attorney, a certified statement on letterhead stationery 	
Method of Immediate Disposition	 Letter on letterhead from the place where the disposition was supposed to take place stating that the disposition did not occur Letter on letterhead from the place of disposition stating that the disposition did take place If a paper burial permit is correct, burial permit 	
Funeral Service Licensee and License # or other designee	 For the spelling or correcting of the funeral service licensee name, provide a letter on funeral director's letterhead For the license number a true copy attest of the funeral directors license. True Attest Copy of a Printout from the Board of Registration License Lookup 	Send an email to the Registry to ensure that the EDRS database is correct.

Item	Evidence	Comments
Place of Disposition and Location	 Letter on letterhead from the place where the disposition was supposed to take place stating that the disposition did not occur. Letter on letterhead from the place of disposition stating that the disposition did take place. If a paper burial permit is correct, burial permit. 	
Date of Disposition	 Letter on letterhead stationery from the place of disposition stating the date of disposition. If a paper burial permit is correct, burial permit. 	
Name and Address of Facility or other Designee	 Letter on letterhead stationery from funeral director Funeral director's (Informant) worksheet Signed Informant Worksheet for Certificate of Death 	The funeral director or other designee listed in must be associated with this facility. Send an email to the Registry to ensure that the EDRS database is correct.
Cause of Death, Intervals, and Other significant conditions contributing to death	 Fax Attestation Form signed by offline certifier Certification in EDRS by online certifier. Notarized statement from the listed attending physician, certifying physician or medical examiner. Certified medical records from the hospital/nursing home. Death Certificate Certifier Worksheet 	You must still obtain medical certification regardless of the evidence used. If this is an ME Case, the amendment must be started by the ME.
Was Autopsy Performed? Were Autopsy findings available prior to completion of cause of death?	 Fax Attestation Form signed by offline certifier Certification in EDRS by online certifier. Notarized statement from the listed attending physician, certifying physician or medical examiner. Certified medical records from the hospital/nursing home. Death Certificate Certifier Worksheet 	You must still obtain medical certification regardless of the evidence used. If this is an ME Case, the amendment must be started by the ME.

Item	Evidence	Comments
Medical Examiner Notified	 Fax Attestation Form signed by offline certifier Certification in EDRS by online certifier. Notarized statement from the listed attending physician, certifying physician or medical examiner. Certified medical records from the hospital/nursing home. Death Certificate Certifier Worksheet 	You must still obtain medical certification regardless of the evidence used. If this is an ME Case, the amendment must be started by the ME.
Manner of Death	If the case is not an ME Case, the Manner of Death should not be amended. The Manner of Death should be "Natural" for all non-ME certified records.	If this is an ME Case, the amendment must be started by the ME.
Injury Information	If the case is not an ME Case, the Injury information should be blank.	If this is an ME Case, the amendment must be started by the ME.
Date Signed	 Fax Attestation Form signed by offline certifier Certification in EDRS by online certifier. Notarized statement from the listed medical certifier. 	The date of Death on the Pronouncement form can be different from the Date Signed on the electronic death record. If this is an ME Case, the amendment must be started by the ME.
Hour of Death	 Fax Attestation Form signed by offline certifier Certification in EDRS by online certifier. Pronouncement Form Notarized statement from the certifier or other physician in charge of the case 	Approx. Time of Death is the Medical Examiner field to document hour of death and must be started by the Medical Examiners.
Information about the Certifier and Physician in charge of patient's care	 Fax Attestation Form signed by offline certifier. Certification in EDRS by online certifier. Notarized statement from the listed medical certifier. 	If this is an ME Case, the amendment must be started by the ME.
Pronouncement Form Information	 Pronouncement Form. Notarized statement from the listed pronouncer. 	

Item	Evidence	Comments
Date Burial Permit Issued	 A true copy attests of the burial permit. Notarized statement on letterhead stationery from the burial agent. 	Do not start an amendment for burial permit information. Contact the registry to discuss modifying this information.
Registered Number		If the Registry has not yet registered the record you may perform an Adjustment (not an amendment). Contact the Registry with any questions.

^{*} All signatures on evidence must be in permanent black ink.

^{**} Evidence other than original must have "true copy attest" on reverse side.

^{***} Any evidence not in English must have a notarized translation.